Ordinance No. 122975

ncil Bill I	And the second s	116517

ORDINANCE \_\_\_\_

AN ORDINANCE relating to the City's 2005 - 2008 Consolidated Plan for Housing and Community Development; authorizing the submittal of an application to the United States Department of Housing and Urban Development for funds from the Homelessness Prevention Fund allocated in the American Recovery and Reinvestment Act of 2009, which shall include an amendment to the 2008 Action Plan for the 2005-2008 Consolidated Plan for Housing and Community Development; authorizing acceptance of grant funds from the United States Department of Housing and Urban Development and execution of related agreements; increasing appropriations in the 2009 Adopted Budget for the Human Services Department; and ratifying and confirming prior acts; all by a three-fourths vote

of the City Council.  5 - 4 -09	Housing & Economic Development (HED)
Date Re-referred:	To: (committee):
Date of Final Action:	Date Presented to Mayor:  5 · 12 · 07
Date Signed by Mayor:  5-14-09	Date Returned to City Clerk:  5 - 14 - 07  Date Vetoed by Mayor:
Published by Title Only Published in Full Text	
Date Veto Published:	Date Passed Over Veto:
Date Veto Sustained:	Date Returned Without Signature:

# The City of Seattle – Legislative Department Council Bill/Ordinance sponsored by: **Committee Action:** Recommendation Date hm-lass bH-lass 5-6-09 This file is complete and ready for presentation to Full Council.

(e) V	
Passed Co	9-0
as Amended	
The second secon	



### Office of the Mayor

April 23, 2009

Honorable Richard Conlin President Seattle City Council City Hall, 2<sup>nd</sup> Floor

Dear Council President Conlin:

I am pleased to transmit the attached proposed Council Bill, which accepts \$5 million in federal stimulus Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds through the U.S. Department of Housing and Urban Development (HUD). The Council Bill also increases appropriations to reflect the anticipated receipt of these funds.

Congress has designated \$1.5 billion for communities to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. All funds must be spent within three years, and 60% of funds must be spent in the first two years. The City's allocation of HPRP funds is \$4,993,052. HUD requires jurisdictions to apply for their funds from this program by submitting a substantial amendment to the 2008 Action Plan, which includes an outline of the projects to be funded. Staff has identified activities that will have the greatest impact on Seattle residents who are recently homeless of at risk of homelessness due to the economic recession. These activities focus on strategies that will house and stabilize three target populations: homeless families, homeless individuals, and people at risk of homelessness.

Thank you for your consideration of this legislation. Should you have questions, please contact Michael Look.

Sincerely,

GREG MCKELS
Mayor of Seattle

cc: Honorable Members of the Seattle City Council

2.8

# ORDINANCE 122975

- AN ORDINANCE relating to the City's 2005 2008 Consolidated Plan for Housing and Community Development; authorizing the submittal of an application to the United States Department of Housing and Urban Development for funds from the Homelessness Prevention Fund allocated in the American Recovery and Reinvestment Act of 2009, which shall include an amendment to the 2008 Action Plan for the 2005-2008 Consolidated Plan for Housing and Community Development; authorizing acceptance of grant funds from the United States Department of Housing and Urban Development and execution of related agreements; increasing appropriations in the 2009 Adopted Budget for the Human Services Department; and ratifying and confirming prior acts; all by a three-fourths vote of the City Council.
- WHEREAS, the United States Congress has authorized \$1.5 billion in the Homelessness Prevention Fund ("HPF") and established the Homelessness Prevention and Rapid Re-Housing Program ("HPRP") as part of the American Recovery and Reinvestment Act of 2009 ("ARRA"); and
- WHEREAS, the United States Department of Housing and Urban Development ("HUD") has directed each eligible recipient of these HPF funds to submit an application for the funds via an amendment to its 2008 Action Plan for its Consolidated Plan for Housing and Community Development; and
- WHEREAS, Ordinance 122550, passed November 13, 2007, adopted the City of Seattle's 2008 Update to the City's 2005-2008 Consolidated Plan for Housing and Community Development ("Consolidated Plan") and the 2008 Action Plan as a component thereof; authorized the submission of the Update to the Consolidated Plan to HUD; and thereby applied for funds available from HUD for community development, human services, economic development, and housing; and
- WHEREAS, HUD approved the 2008 Update to the Consolidated Plan, and the City has subsequently modified the 2008 Action Plan;
- WHEREAS, HUD has allocated \$4,993,052 to the City of Seattle from these HPF funds; and
- WHEREAS, the Mayor has proposed an amendment to the 2008 Action Plan of the Consolidated Plan in the form required by HUD to reflect the activities the City proposes to implement with the HPF funds in accordance with HPRP guidelines, referred to in this ordinance as "the Amendment"; and has requested that the City Council adopt the Amendment and authorize its submission to HUD; and

2.8

WHEREAS, the 2009 Adopted Budget must be increased for the Human Services Department to reflect the funding of the activities proposed in the Amendment; NOW, THEREFORE,

### BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The Seattle City Council adopts the revisions to the 2008 Table of Proposed Projects of the 2005 - 2008 Consolidated Plan for Housing and Community Development ("Consolidated Plan"), attached hereto as Attachment 1, and the amendment to the 2008 Action Plan of the Consolidated Plan, attached hereto as Attachment 2, for the purposes and subject to the conditions, limitations and potential amendments as set forth in this ordinance. Attachment 2 is referred to as "the Amendment." No existing projects are deleted or changed by this ordinance.

Section 2. The Mayor and the Director of Human Services ("the Director") and their designees are authorized to submit the Amendment, together with any necessary supplementary material, to the United States Department of Housing and Urban Development ("HUD") as the application by the City for new Homelessness Prevention Fund ("HPF") funds under the American Recovery and Reinvestment Act of 2009 ("ARRA"); to represent the City in seeking HUD approval of the Amendment; to make and submit to HUD such modifications to the Amendment or the Consolidated Plan as HUD may require, provided that no substantial policy changes are involved; to request waivers of requirements in order to expedite use of funds; and to sign and deliver on behalf of the City such assurances and certifications as may be necessary to obtain HUD approval. The Director is further authorized to make such technical and conforming changes to the Amendment and the Consolidated Plan as he or she may deem reasonably

2.8

necessary; and to amend the Amendment and the Consolidated Plan if necessary or appropriate under federal regulations to reflect funding of specific activities or changes in activities that are consistent with the policies and priorities established in the Consolidated Plan. The Director shall notify the Council of all changes or amendments to the Consolidated Plan. Any substantial amendment, as defined by the adopted Citizen Participation Plan in the Consolidated Plan, as amended, shall be approved by the Council by ordinance or resolution.

Section 3. The Mayor or his designee is authorized to enter into an agreement for financial assistance from HUD for the HPF funds under ARRA in the amount of \$4,993,052. The Mayor or his designee is authorized to execute and deliver for and on behalf of The City of Seattle such agreements and certifications as may be necessary to accept the financial assistance. HPF funds, when received, shall be deposited into the Human Services Operating Fund (16200). The Mayor or his designee is further authorized to execute and deliver such other documents relating to the agreements as may be required in connection therewith. The agreements and such other documents shall be in form and content consistent with the City Charter and other applicable law.

from the fund shown, as follows:

Total

Item	Fund Name and Number	Department	<b>Budget Control Level</b>	Amount
4.1	Human Services Operating Fund (16200)	Human Services	Emergency and Transitional Services (H30ET)	\$4,993,052

\$4,993,052

Section 4. The appropriation for the following item in the 2009 Budget is increased

provided, however, that none of the money appropriated in item 4.1 may be spent to implement the three Homelessness Prevention and Rapid Re-Housing Programs until the Chair of the City Council's Housing and Economic Development Committee files with the City Clerk the Chair's certification that the Human Services Department has provided, to the Housing and Economic Development Committee, program guidelines, program budgets, and draft Requests for Proposals for the three Homelessness Prevention and Rapid Re-Housing Programs funded by this ordinance.

This budget proviso is effective as a restriction on the purposes for which the appropriation in item 4.1 is made. Use of any amount of this appropriation in violation of any condition specified by the proviso, whether by transfer pursuant to SMC Chapter 5.08 or by any other means, is prohibited.

Section 5. The allocations set forth in the Amendment and in Attachment 1 do not constitute appropriations or modify the amounts of any existing appropriations. Those allocations and the appropriations in this ordinance are not final funding decisions. The authority of the respective City departments and offices to implement the activities set forth in the

2.8

Amendment and in the 2008 Table of Proposed Projects, as amended, is subject to a final determination by the appropriate office or department after completion of any necessary review under HUD regulations and environmental and related laws. The adoption of the Amendment and Attachment 1 is not intended to confer any legal rights or entitlements on any persons, groups or entities. This ordinance does not commit the City to continue funding for the Homelessness Prevention and Rapid Re-Housing Programs funded with HPF under ARRA, once this federal funding is exhausted.

Section 6. Submission of the application to HUD and execution of agreements and certifications, as authorized in Sections 2 and 3, pursuant to the authority of this ordinance, and after passage but prior to the effective date of this ordinance, are ratified and confirmed.

Section 7. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

2.8

Passed by a three-fourths (3/4) vote of all the members of the City Council the
day of, 2009, and signed by me in open session in authentication
of its passage this, 2009.
Presidentof the City Council
Approved by me this day of , 2009.
2 Lillians
Gregory J. Nickels, Mayor
Filed by me this day of , 2009.
City Clerk
(Seal)
Attachment 1: City of Seattle American Recovery and Reinvestment Act Amendment to the 2008 Table of Proposed Projects
Attachment 2: Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

# American Recovery and Reinvestment Act Amendment to the 2008 Table of Proposed Projects ATTACHMENT 1 City of Seattle

and its approval by HUD, and to any conditions or modifications required or approved by HUD. The City's allocation for HPF is \$4,993,052. The Development ("Consolidated Plan") presents the City of Seattle's spending plan for the City's allocated share of Homelessness Prevention Fund This Amendment to the 2008 Table of Proposed Projects in the 2008 Update to the 2005 – 2008 Consolidated Plan for Housing and Community The projects shown in this amendment are added to the existing 2008 Table of Proposed Projects, subject to the terms of the HPF Amendment "HPF") funds under the American Recovery and Reinvestment Act of 2009 ("ARRA"), pursuant to a separate Action Plan amendment being submitted to the United States Department of Housing and Urban Development ("HUD") in the form required by HUD ("HPF Amendment") projects in this Amendment to the Table of Proposed Projects are consistent with the intent of ARRA and the City's Consolidated Plan, and complementary to other City projects.

ordinances. Statements of numerical goals or outcomes are for the purpose of measuring the success of programs and policies and do not impose a legal obligation on the City NOTE: The contents of this Table and Consolidated Plan are not intended to confer any legal rights or entitlements on any persons, groups, or entities, including those named to achieve the intended results. Actual funding of particular programs and projects identified in this Table is subject to completion of various further actions, some of which as intended recipients of funds or as program beneficiaries. The terms of this Amendment are subject to amendment and to the effect of applicable laws, regulations and involve discretionary determinations by the City or others. These include HUD approval of the HPF Amendment; reviews and determinations under environmental and related laws; and results of bidding and contracting processes.

Amendment Total			\$750,000	\$735,000
HOME				
ESG HOPWA HOME				
ESG				
ARRA 2009 HPF			\$750,000	\$735,000
CDBG				
HUD Matrix codes			05Q	05Q
ARRA 2009 Activity	2: Human Services Department	243: Tenant Stabilization	Rapid Re-Housing for Homeless Individuals (tbd) Provide funding to one or more community-based non-profit service agencies for financial assistance, housing relocation and stabilization services to ensure that homeless individuals move quickly into permanent housing.  Performance indicator: 140 individuals Start date: September 30, 2009 – Completion: June 30, 2012	Rapid Re-Housing for Homeless Families (city-wide) Provide funding to one or more community-based non-profit service agencies for financial assistance, housing relocation and stabilization services to ensure that homeless households with dependent children move quickly into permanent housing.  Performance indicator: 100 families Start date: September 30, 2009 – Completion: June 30,
			243 tbd 100	243 tbd
		<u> </u>		



Attachment 1 to ORD page 1

ment Total		\$3,201,000	\$307,052	\$4,993,052	\$4,993,052	\$4,993,052	\$4,993,052
Amendment Total	-	S S	<del>03</del>	\$4	\$4	\$4	\$4
HOME							
HOPWA							
ESG							
ARRA 2009 HPF		\$3,201,000	\$307,052	\$4,993,052	\$4,993,052	\$4,993,052	\$4,993,052
CDBG							
HUD Matrix codes		050	21A		٠		
ARRA 2009 Activity	2012	Homelessness Prevention (city-wide) Provide funding to one or more community-based non-profit service agencies to provide outreach and engagement, housing relocation and stabilization services and financial assistance for households and individuals at imminent risk of homelessness.  Performance indicator: 1,000 households Start date: September 30, 2009 – Completion: June 30, 2012	HPF Administration, HMIS, Evaluation (700 Fifth Avenue, Suite 5800) Over the three-year period of funding, provide for HMIS data collection, evaluation and general program administration and accountability reporting. Start date: May 1, 2009 – Completion: September 30, 2012	243: Tenant Stabilization Subtotal	24: Community Services Subtotal	2: Human Services Department Subtotal	FUND TOTALS
		pqı	tbd				
		243 300	243 400				



OMB Approval Number: 2506-0180 (Expiration Date: 9/30/2009)

### **ATTACHMENT 2**

# Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (<u>www.hudhre.info</u>). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

### A. General Information

Grantee Name	The City of Seattle	
Name of Entity or Department Administering Funds	Human Services Department	
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Michael Look	
Title	CDBG Administrator	
Address Line 1	700 Fifth Avenue, Suite 5800 (office address)	
Address Line 2	P.O. Box 34215 (mailing address)	
City, State, Zip Code	Seattle, WA 98124-4215	
Telephone	(206) 615-1717	
Fax	(206) 621-5003	
Email Address	michael.look@seattle.gov	
Authorized Official		
(if different from Contact Person)	Alan Painter	
Title	Director, Human Services Department	
Address Line 1	700 Fifth Avenue, Suite 5800	
Address Line 2	P.O. Box 34215	
City, State, Zip Code	Seattle, WA 98124-4215	
Telephone	(206) 684-0146	
Fax	(206) 233-5119	
Email Address	alan.painter@seattle.gov	
Web Address where this Form is Posted	http://seattle.gov/humanservices/	

Amount Grantee is Eligible to Receive*	\$ 4,993,052
Amount Grantee is Requesting	\$ 4,993,052

<sup>\*</sup>Amounts are available at <a href="http://www.hud.gov/recovery/homelesspreventrecov.xls">http://www.hud.gov/recovery/homelesspreventrecov.xls</a>

### B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

### Response:

The City of Seattle has developed a detailed Citizen Participation Plan that contains the City's policies and procedures for public involvement in the Consolidated Plan process, including any substantial amendments, as required by the U.S. Department of Housing and Urban Development (HUD). The proposed substantial amendment for Homelessness Prevention and Rapid Re-Housing Program (HPRP) funding has followed the Citizen Participation Plan requirements outlined in the City of Seattle's 2009-2012 Consolidated Plan, approved by Seattle's Mayor and City Council in November 2008.

Consistent with this Citizen Participation Plan, the City has provided community members with a reasonable opportunity to comment on the substantial amendment. The process for participation and public comment included public notice announced in the *Daily Journal of Commerce* and notices posted online at the Human Services Department and the Seattle Recovery website (www.recovery.seattle.gov).

The public comment period for this substantial amendment was reduced to at least twelve (12) days, as allowed by HUD for the HPRP program. The public comment period concluded with a public hearing held by the Seattle City Council on May 6, 2009.

2.	Provide the appropriate response regarding this substantial amendment by checkin one of the following options:
	<ul><li>☐ Grantee did not receive public comments.</li><li>☐ Grantee received and accepted all public comments.</li></ul>
	Grantee received public comments and did not accept one or more of the comments.
3.	Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.
	Response:

# Comments from May 6, 2009 Public Hearing on the Substantial Amendment for HPRP funding Seattle City Council Housing & Economic Development Committee

 Sharon Lee, Director of the Low Income Housing Institute, recommended that the stimulus funds be used to assist low-income residents in exiting affordable housing properties who are having trouble paying rent. Funds would help residents avoid loss of housing. Many residents are experiencing difficulty paying rents and may need assistance to remain stable in low-income housing.

In addition, Ms. Lee encouraged the City to provide funding for hygiene services for homeless individuals provided by programs like The Urban Rest Stop.

HSD responded that Seattle's HPRP allocation plan includes funds for homelessness prevention that could assist households residing in affordable housing projects who meet eligibility requirements.

Funding of hygiene centers is not an eligible activity allowed by the HPRP.

• There were no other comments specific to the proposed Substantial Amendment received at the Public Hearing.

### Comments Received by Human Service Department Staff on May 6, 2009

• A representative from the Housing Justice Project of the King County Bar Association inquired about the percentage of HPRP funds that would be used for legal assistance to households who are at risk of eviction.

HSD will issue a Notice of Funding Availability and solicit Request for Investments (RFI) with HPRP funding to prevent households from becoming homeless. Funding amounts available for specific services will be identified in the RFI.

### C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☐ Formula Allocation
Other (Specify: Limited funding allocations for existing eviction prevention
service providers in 2009, for sole source procurement for information and
referral services are proposed, and for unique opportunities that capitalize
on leveraged funding resources to promote rapid rehousing and prevention.
See narrative below.)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

### Response:

<u>Competitive Process</u>: Seattle will primarily allocate HPRP funds through Request for Investment (RFI) processes. RFI processes will be open and competitive, consistent with City policies and procedures, including public notice of available funds and posting of materials at the Seattle Human Services Department (HSD) website (<a href="https://www.seattle.gov/humanservices">www.seattle.gov/humanservices</a>).

<u>Current Providers</u>: In order to expedite use of HPRP funds and to provide immediate assistance to households at-risk of homelessness, the City of Seattle proposes to allocate up to \$200,000 to agencies already under contract with HSD to provide eviction prevention and housing stabilization services. These service providers were selected in a competitive RFI process in 2007. Agencies that can demonstrate capacity to utilize these additional resources consistent with HPRP guidelines and with HSD requirements may receive a formula based allocation to provide services from September 1, 2009 to December 31, 2009.

Funding allocations for homelessness prevention services for 2010-2012 will be through a competitive RFI process.

<u>Sole Source</u>: Seattle's HPRP program includes a centralized information line and specialized services for benefit referrals uniquely provided by single agencies. This component warrants sole source allocation processes. HSD follows Seattle Department of Executive Administration policies and procedures for sole source allocations.

<u>Unique Opportunity to Leverage HPRP Resources</u>: In addition, the HSD Director will direct funding allocations to particular subgrantees for unique, specific program activities where opportunities exist to leverage resources, expedite the effective use of time-limited HPRP funding, and quickly respond to immediate needs of homeless households.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

### Response:

The Seattle Human Services Department (HSD) will allocate and award HPRP funds to subgrantees by September 30, 2009. As described above, HSD plans to allocate funds through a combination of competitive Request for Investment (RFI) processes and through limited special funding allocations, consistent with City procurement policies and procedures.

HSD has well-established procedures that ensure open access and competitive funding allocation processes. The City defines the investment results for specific HPRP strategies and requests proposals from eligible agencies. Requests for funding are reviewed for eligibility and rated based on criteria specified in the RFI. The Director of the Human Services Department will receive recommendations from the RFI review process and make funding decisions for projects and services. HSD has protocols for any appeals from applicants on funding decisions.

HSD is planning RFI processes to begin by Summer 2009 with funding allocations scheduled to meet the prescribed HUD timeframes. The RFI processes will begin in advance of HUD's anticipated signing of the grant agreement, with funding allocations subject to HUD's approval of the grant agreement.

The HSD Homelessness Intervention and Block Grant Administration Division will manage HPRP funding contracts with agencies. Planning and contract specialists within this division are working with the department's grants management, finance and HMIS staff to prepare appropriate service agreements, contract documents and reporting systems to specifically respond to HPRP requirements.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

### Response:

The Homelessness Intervention and Block Grant Administration Division of Seattle Human Services Department (HSD) is responsible for overseeing and monitoring administrative and program activities for all Seattle HPRP funds. HSD successfully and effectively manages millions of dollars from federal and local funding sources each year. HSD allocates and monitors funding from the HUD Community Development Block Grant, Emergency Shelter Grant, HOME, and Housing Opportunity for Persons with AIDS

programs totaling \$21 million each year. An additional \$10 million annually from the McKinney-Vento Continuum of Care program is administered and monitored by HSD staff.

HSD's procurement, contracting, financial and accounting policies, procedures and systems are well established. The department is experienced using HUD's Integrated Disbursement and Information System (IDIS) and provides information through *Safe Harbors*, our local Homeless Management Information System (HMIS).

In preparation for the HPRP grant award, City staff has developed program plans, participated in local and national discussions and reviewed HUD program guidelines and reporting requirements. HSD's allocation processes will effectively target and utilize funding, consistent with HUD policy, local priorities and needs. HSD Senior Contract Specialists who have experience managing federally funded HUD programs will monitor all HPRP funding contracts with subgrantees. Staff resources will support efficient HPRP administration, data management, and support to subgrantees with program implementation, quality data collection, reporting and evaluation.

In addition, a City interdepartmental team with representatives from the Mayor's Office of Policy and Management, the Department of Finance, the Office of Housing, and the Human Services Department has been created and meets regularly to track program development, implementation, performance results, and reporting for HPRP funds. The City of Seattle will report to HUD on the HPRP funding, activities and performance. The City will also post progress and performance reports on the City of Seattle's website devoted to Reinvestment and Recovery Act programs and funding (www.recovery.seattle.gov).

### D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

### Response:

The City of Seattle Office of Policy and Management (OPM) has created a number of Recovery Act teams bringing together staff across City departments to collaborate and coordinate program planning efforts and to

leverage and maximize resources and services available through federal stimulus program investments. The Human Services Recovery Act team includes lead staff from the Human Services Department and Office of Housing responsible for HPRP planning and implementation.

Potential collaboration with other agencies receiving ARRA funds through federal agencies:

- City staff is collaborating with other local HPRP grantees, including King County and suburban jurisdictions, on program design and leveraging of resources from local public and private funders to support prevention and rapid re-housing initiatives.
- HSD is exploring ways to link HPRP programs with Department of Labor funding available for Workforce Investment Act (WIA) employment and training programs. The Seattle/King County Workforce Development Council manages local funds.
- The City participates on the local FEMA Advisory Board responsible for shelter and food funding. HPRP funding will be coordinated with these resources, as appropriate.
- HPRP funding may be linked with Department of Justice/Office of Violence Against Women funding, if awarded under a competitive process to agencies in Seattle/King County. A proposed employment/training and support services project for women transitioning from homelessness into stable housing is being developed with assistance through HPRP.
- 2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

### Response:

The City of Seattle works collaboratively with King County and in partnership with more than 60 community-based organizations to support the Continuum of Care programs and services in Seattle and King County. Regional Ten-Year Plan to End Homelessness strategies guide the Continuum of Care funding allocations. These principles and strategies are also the foundation for all proposed HPRP activities.

In 2008, Continuum of Care agencies successfully leveraged a total of more than \$50 million in a variety of services that are integral to programs assisting homeless individuals and families. These resources include

mental health and substance abuse counseling, medical and dental care, reduced fare Metro bus tickets and reduced cost or free meal programs. Leveraged resources also include one-time construction costs for new projects and the value of new buildings. The contributions represent local government dollars, state and federal resources, as well as private investment and donations.

The City of Seattle is a founding member of the Committee to End Homelessness/King County (CEH), the oversight and planning body responsible for implementation of the regional Ten-Year Plan to End Homelessness. The CEH Governing Board, Interagency Council and Funders Group ensure effective resource coordination of federal, local and philanthropic investments consistent with goals and objectives of the Ten-Year Plan. The City of Seattle has representatives participating on all of these working and advisory CEH groups.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

### Response:

Ending Homelessness is one of the overarching goals of the City of Seattle's Consolidated Plan: "The City of Seattle and its partners are committed to ending homelessness. Through its grants and contracts with community-based organizations, the City invests in services to prevent homelessness and to help homeless people access and retain permanent, affordable housing."

The HPRP proposed allocations are consistent with the primary strategies outlined in the Consolidated Plan and the regional Ten-Year Plan to End Homelessness.

The five primary strategies are:

- Prevent people from becoming homeless;
- Build or acquire more affordable housing and move people rapidly from homelessness to housing with integrated services;
- Increase the efficiency of the existing system that serves homeless people;
- Build and sustain the public and political will to end homelessness;
- Measure and report outcomes.

### E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary						
		melessness revention	R	Rapid Re-housing	_	tal Amount Budgeted
Financial Assistance <sup>1</sup>	\$	2,770,000	\$	955,000	\$	3,725,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$	431,000	\$	530,000	\$	961,000
Subtotal (add previous two rows)	\$	3,201,000	\$	1,485,000	\$	4,686,000

Data Collection and Evaluation <sup>3</sup>	\$ 57,400
Administration (up to 5% of allocation)	\$ 249,652
Total HPRP Amount Budgeted <sup>4</sup>	\$ 4,993,052

<sup>&</sup>lt;sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>&</sup>lt;sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>&</sup>lt;sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>&</sup>lt;sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

### F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official	Date	
Director, Human Services Department	autonomia.	

Form revised December 9, 2004

### FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Human Services	Michael Look 615-1717	Rebecca Guerra 684-5339

### **Legislation Title:**

AN ORDINANCE relating to the City's 2005 - 2008 Consolidated Plan for Housing and Community Development; authorizing the submittal of an application to the United States Department of Housing and Urban Development for funds from the Homelessness Prevention Fund allocated in the American Recovery and Reinvestment Act of 2009, which shall include an amendment to the 2008 Action Plan for the 2005-2008 Consolidated Plan for Housing and Community Development; authorizing acceptance of grant funds from the United States Department of Housing and Urban Development and execution of related agreements; increasing appropriations in the 2009 Adopted Budget for the Human Services Department; and ratifying and confirming prior acts; all by a three-fourths vote of the City Council.

### • Summary of the Legislation:

This legislation authorizes the submittal of an amendment to the City's Action Plan for the 2005-2008 Consolidated Plan for Housing and Community Development and increases the 2009 Adopted Budget to authorize new expenditures. The amendment outlines to the Department of Housing and Urban Development ("HUD") the City's intended use of \$4,993,052 in Homelessness Prevention Fund ("HPF") funds made available under the American Recovery and Reinvestment Act of 2009 ("ARRA"). The submittal of an amendment is required for the City to secure the funds. Although the City is currently operating under the 2009-2012 Consolidated Plan, HUD has specifically requested that jurisdictions seeking funding under ARRA amend their 2008 Plans.

### • Background:

Congress has designated \$1.5 billion to the HPF for communities to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. All funds must be spent within three years, and 60% of funds must be spent in the first two years.

The City's allocation of HPF funds is \$4,993,052. HUD requires jurisdictions to apply for their funds from this program by submitting a substantial amendment to the 2008 Action Plan, which includes an outline of the projects to be funded through the HPF. Staff has identified activities that will have the greatest impact on Seattle residents who are recently homeless or at risk of homelessness due to the economic recession. These activities focus



Michael Look: HSD HPRP FISC April 20, 2009 Version 5

on strategies that will house and stabilize three target populations: homeless families, homeless individuals, and people at risk of homelessness, as detailed below:

Rapid Re-Housing for Homeless Individuals	\$750,000
Provide funding to one or more community-based non-profit service agencies for	
financial assistance, housing relocation, and stabilization services to ensure that	
homeless individuals move quickly into permanent housing.	
Rapid Re-Housing for Homeless Families	\$735,000
Provide funding to one or more community-based non-profit service agencies for	
financial assistance, housing relocation, and stabilization services to ensure that	
homeless households with dependent children move quickly into permanent	
housing.	
Homelessness Prevention	\$3,201,000
Provide funding to one or more community-based non-profit service agencies to	
provide outreach and engagement, housing relocation, and stabilization services	
and financial assistance for households and individuals at imminent risk of	
homelessness.	
Administration and Evaluation	\$307,052

Please check one of the following:

This legislation does not have any financial implications. (Stop here and delete the remainder of this document prior to saving and printing.)

<u>X</u> This legislation has financial implications. (Please complete all relevant sections that follow.)

Appropriations: This table should reflect appropriations that are a direct result of this legislation. In the event that the project/programs associated with this ordinance have appropriations that were, or will be, received because of previous or future legislation or budget actions, please provide details in the Notes section below.

Fund Name and	Department	<b>Budget Control</b>	2009
Number		Level	Appropriation
Human Services	Human Services	Emergency and	\$4,993,052
Operating Fund		Transitional	
(16200)		Services (H30ET)	
TOTAL			\$4,993,052

<sup>\*</sup>See budget book to obtain the appropriate Budget Control Level for your department.

*Notes to Appropriations Table*: Spending of the appropriation in this section is contingent upon HPF funds being granted to and received by the City.



Anticipated Revenue/Reimbursement: Resulting From This Legislation: This table should reflect revenues/reimbursements that are a direct result of this legislation. In the event that the issues/projects associated with this ordinance/resolution have revenues or reimbursements that were, or will be, received because of previous or future legislation or budget actions, please provide details in the Notes section below the table.

Fund Name and Number	Department	Revenue Source	2009 Revenue
Human Services Operating Fund (16200)	Human Services	Homeless Prevention Funds - ARRA (Federal Grant)	\$4,993,052
TOTAL			\$4,993,052

Notes to Revenue/Reimbursement Table: N/A

### • What is the financial cost of not implementing the legislation?

Without this legislation, the City will not receive nearly \$5 million in revenues to support activities designated to benefit low-income Seattle residents who are homeless or at risk of homelessness.

# • What are the possible alternatives to the legislation that could achieve the same or similar objectives?

Approval of the substantial amendment to the Consolidated Plan and its submission to HUD is a prerequisite for the receipt of these economic stimulus funds from the federal government. There are no alternatives that could achieve the same or similar objectives.

### • Is the legislation subject to public hearing requirements:

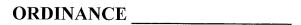
Yes, the legislation requires a public hearing, which is scheduled for May 6, 2009.

• <u>Other Issues</u> (including long-term implications of the legislation): N/A

Please list attachments to the fiscal note below:



Michael Look/tr HSD HPRP ORD April 22, 2009 version #6



- AN ORDINANCE relating to the City's 2005 2008 Consolidated Plan for Housing and Community Development; authorizing the submittal of an application to the United States Department of Housing and Urban Development for funds from the Homelessness Prevention Fund allocated in the American Recovery and Reinvestment Act of 2009, which shall include an amendment to the 2008 Action Plan for the 2005-2008 Consolidated Plan for Housing and Community Development; authorizing acceptance of grant funds from the United States Department of Housing and Urban Development and execution of related agreements; increasing appropriations in the 2009 Adopted Budget for the Human Services Department; and ratifying and confirming prior acts; all by a three-fourths vote of the City Council.
- WHEREAS, the United States Congress has authorized \$1.5 billion in the Homelessness Prevention Fund ("HPF") and established the Homelessness Prevention and Rapid Re-Housing Program ("HPRP") as part of the American Recovery and Reinvestment Act of 2009 ("ARRA"); and
- WHEREAS, the United States Department of Housing and Urban Development ("HUD") has directed each eligible recipient of these HPF funds to submit an application for the funds via an amendment to its 2008 Action Plan for its Consolidated Plan for Housing and Community Development; and
- WHEREAS, Ordinance 122550, passed November 13, 2007, adopted the City of Seattle's 2008 Update to the City's 2005-2008 Consolidated Plan for Housing and Community Development ("Consolidated Plan") and the 2008 Action Plan as a component thereof; authorized the submission of the Update to the Consolidated Plan to HUD; and thereby applied for funds available from HUD for community development, human services, economic development, and housing; and
- WHEREAS, HUD approved the 2008 Update to the Consolidated Plan, and the City has subsequently modified the 2008 Action Plan;
- WHEREAS, HUD has allocated \$4,993,052 to the City of Seattle from these HPF funds; and
- WHEREAS, the Mayor has proposed an amendment to the 2008 Action Plan of the Consolidated Plan in the form required by HUD to reflect the activities the City proposes to implement with the HPF funds in accordance with HPRP guidelines, referred to in this ordinance as "the Amendment"; and has requested that the City Council adopt the Amendment and authorize its submission to HUD; and



Michael Look/tr HSD HPRP ORD April 22, 2009 version #6

WHEREAS, the 2009 Adopted Budget must be increased for the Human Services Department to reflect the funding of the activities proposed in the Amendment; NOW, THEREFORE,

### BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. The Seattle City Council adopts the revisions to the 2008 Table of Proposed Projects of the 2005 - 2008 Consolidated Plan for Housing and Community Development ("Consolidated Plan"), attached hereto as Attachment 1, and the amendment to the 2008 Action Plan of the Consolidated Plan, attached hereto as Attachment 2, for the purposes and subject to the conditions, limitations and potential amendments as set forth in this ordinance. Attachment 2 is referred to as "the Amendment." No existing projects are deleted or changed by this ordinance.

Section 2. The Mayor and the Director of Human Services ("the Director") and their designees are authorized to submit the Amendment, together with any necessary supplementary material, to the United States Department of Housing and Urban Development ("HUD") as the application by the City for new Homelessness Prevention Fund ("HPF") funds under the American Recovery and Reinvestment Act of 2009 ("ARRA"); to represent the City in seeking HUD approval of the Amendment; to make and submit to HUD such modifications to the Amendment or the Consolidated Plan as HUD may require, provided that no substantial policy changes are involved; to request waivers of requirements in order to expedite use of funds; and to sign and deliver on behalf of the City such assurances and certifications as may be necessary to obtain HUD approval. The Director is further authorized to make such technical and conforming changes to the Amendment and the Consolidated Plan as he or she may deem reasonably



Michael Look/tr HSD HPRP ORD April 22, 2009 version #6

necessary; and to amend the Amendment and the Consolidated Plan if necessary or appropriate under federal regulations to reflect funding of specific activities or changes in activities that are consistent with the policies and priorities established in the Consolidated Plan. The Director shall notify the Council of all changes or amendments to the Consolidated Plan. Any substantial amendment, as defined by the adopted Citizen Participation Plan in the Consolidated Plan, as amended, shall be approved by the Council by ordinance or resolution.

Section 3. The Mayor or his designee is authorized to enter into an agreement for financial assistance from HUD for the HPF funds under ARRA in the amount of \$4,993,052. The Mayor or his designee is authorized to execute and deliver for and on behalf of The City of Seattle such agreements and certifications as may be necessary to accept the financial assistance. HPF funds, when received, shall be deposited into the Human Services Operating Fund (16200). The Mayor or his designee is further authorized to execute and deliver such other documents relating to the agreements as may be required in connection therewith. The agreements and such other documents shall be in form and content consistent with the City Charter and other applicable law.



Michael Look/tr HSD HPRP ORD April 22, 2009 version #6

Section 4. The appropriation for the following item in the 2009 Budget is increased from the fund shown, as follows:

Item	Fund Name and Number	Department	Budget Control Level	Amount
4.1	Human Services Operating Fund (16200)	Human Services	Emergency and Transitional Services (H30ET)	\$4,993,052
	Total			\$4,993,052

provided, however, that none of the money appropriated in item 4.1 may be spent to implement the three Homelessness Prevention and Rapid Re-Housing Programs until the Chair of the City Council's Housing and Economic Development Committee files with the City Clerk his or her certification that the Human Services Department has provided to the Housing and Economic Development Committee program guidelines, program budgets, and draft Requests for Proposals for the three Homelessness Prevention and Rapid Re-Housing Programs funded by this ordinance.

This budget proviso is effective as a restriction on the purposes for which the appropriation in item 4.1 is made. Use of any amount of this appropriation in violation of any condition specified by the proviso, whether by transfer pursuant to SMC Chapter 5.08 or by any other means, is prohibited.

Section 5. The allocations set forth in the Amendment and in Attachment 1 do not constitute appropriations or modify the amounts of any existing appropriations. Those allocations and the appropriations in this ordinance are not final funding decisions. The authority of the respective City departments and offices to implement the activities set forth in the



Michael Look/tr HSD HPRP ORD April 22, 2009 version #6

Amendment and in the 2008 Table of Proposed Projects, as amended, is subject to a final determination by the appropriate office or department after completion of any necessary review under HUD regulations and environmental and related laws. The adoption of the Amendment and Attachment 1 is not intended to confer any legal rights or entitlements on any persons, groups or entities.

Section 6. Submission of the application to HUD and execution of agreements and certifications, as authorized in Sections 2 and 3, pursuant to the authority of this ordinance, and after passage but prior to the effective date of this ordinance, are ratified and confirmed.

Section 7. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.



	HSD HPRP ORD April 22, 2009 version #6
1	Passed by the City Council the day of, 2009, and
2	signed by me in open session in authentication of its passage this
3	
4	day of, 2009.
5	
6	
7	Presidentof the City Council
8	Approved by me this day of, 2009.
9	Approved by the tills day of, 2009.
10	
11	Gregory J. Nickels, Mayor
12	Glegory J. Iviekeis, Iviayor
13	Filed by me this day of
14	
15	
16	City Clerk
17	(Seal)
18	
19	Attachment 1: City of Seattle American Recovery and Reinvestment Act Amendment to the 2008
20	Table of Proposed Projects
21	Attachment 2: Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)
22	
23   24	
25	
26	
27	



OMB Approval Number: 2506-0180 (Expiration Date: 9/30/2009)

### **ATTACHMENT 2**

# Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (<u>www.hudhre.info</u>). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

### A. General Information

Grantee Name	The City of Seattle
Name of Entity or Department Administering Funds	Human Services Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Michael Look
Title	CDBG Administrator
Address Line 1	700 Fifth Avenue, Suite 5800 (office address)
Address Line 2	P.O. Box 34215 (mailing address)
City, State, Zip Code	Seattle, WA 98124-4215
Telephone	(206) 615-1717
Fax	(206) 621-5003
Email Address	michael.look@seattle.gov
Authorized Official (if different from Contact Person)	Alan Painter
Title	Director, Human Services Department
Address Line 1	700 Fifth Avenue, Suite 5800
Address Line 2	P.O. Box 34215
City, State, Zip Code	Seattle, WA 98124-4215
Telephone	(206) 684-0146
Fax	(206) 233-5119
Email Address	alan.painter@seattle.gov
Web Address where this Form is Posted	http://seattle.gov/humanservices/

Amount Grantee is Eligible to Receive*	\$ 4,993,052
Amount Grantee is Requesting	\$ 4,993,052

<sup>\*</sup>Amounts are available at <a href="http://www.hud.gov/recovery/homelesspreventrecov.xls">http://www.hud.gov/recovery/homelesspreventrecov.xls</a>



### B. Citizen Participation and Public Comment

1.	Briefly describe how the grantee followed its citizen participation plan rega	rding
	this proposed substantial amendment (limit 250 words).	

Response:

The City of Seattle has developed a detailed Citizen Participation Plan that contains the City's policies and procedures for public involvement in the Consolidated Plan process, including any substantial amendments, as required by the U.S. Department of Housing and Urban Development (HUD). The proposed substantial amendment for Homelessness Prevention and Rapid Re-Housing Program (HPRP) funding has followed the Citizen Participation Plan requirements outlined in the City of Seattle's 2009-2012 Consolidated Plan, approved by Seattle's Mayor and City Council in November 2008.

Consistent with this Citizen Participation Plan, the City has provided community members with a reasonable opportunity to comment on the substantial amendment. The process for participation and public comment included public notice announced in the *Daily Journal of Commerce* and notices posted online at the Human Services Department and the Seattle Recovery website (www.recovery.seattle.gov).

The public comment period for this substantial amendment was reduced to at least twelve (12) days, as allowed by HUD for the HPRP program. The public hearing concluded with a public hearing held by the Seattle City Council on May 6, 2009.

2.	Provide the appropriate response regarding this substantial amendment by checking
	one of the following options:
	Grantee did not receive public comments.
	☐ Grantee received and accepted all public comments.
	Grantee received public comments and did not accept one or more of the comments.
	[Selection will be made at the conclusion of public comment period]
3.	Provide a summary of the public comments regarding this substantial amendment.
	Include a summary of any comments or views not accepted and the reasons for

Response:

non-acceptance.



[Summary will be added at the conclusion of public comment period]

### C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

10 .	shortly after grant agreement.
1.	Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.
	☐ Competitive Process
	☐ Formula Allocation
	Other (Specify: Limited funding allocations for existing eviction prevention service providers in 2009, for sole source procurement for information and referral services are proposed, and for unique opportunities that capitalize on leveraged funding resources to promote rapid rehousing and prevention. See narrative below.)
2.	Briefly describe the process(es) indicated in question 1 above (limit 250 words).
	Response:
	<u>Competitive Process</u> : Seattle will primarily allocate HPRP funds through Request for Investment (RFI) processes. RFI processes will be open and competitive, consistent with City policies and procedures, including public notice of Fund Availability and posting of materials at the Seattle Human Services Department (HSD) website ( <u>www.seattle.gov/humanservices</u> ).

<u>Current Providers</u>: In order to expedite use of HPRP funds and to provide immediate assistance to households at-risk of homelessness, the City of Seattle proposes to allocate up to \$200,000 to agencies already under contract with HSD to provide eviction prevention and housing stabilization services. These service providers were selected in a competitive RFI process in 2007. Agencies that can demonstrate capacity to utilize these additional resources consistent with HPRP guidelines and with HSD requirements may receive a formula based allocation to provide services from September 1, 2009 to December 31, 2009.

Funding allocations for homelessness prevention services for 2010-2012 will be through a competitive RFI process.



<u>Sole Source</u>: Seattle's HPRP program includes a centralized information line and specialized services for benefit referrals uniquely provided by single agencies. This component warrants sole source allocation processes. HSD follows Seattle Department of Executive Administration policies and procedures for sole source allocations.

<u>Unique Opportunity to Leverage HPRP Resources</u>: In addition, the HSD Director will direct funding allocations to particular subgrantees for unique, specific program activities where opportunities exist to leverage resources, expedite the effective use of time-limited HPRP funding, and quickly respond to immediate needs of homeless households.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

### Response:

The Seattle Human Services Department (HSD) will allocate and award HPRP funds to subgrantees by September 30, 2009. As described above, HSD plans to allocate funds through a combination of competitive Request for Investment (RFI) processes and through limited special funding allocations, consistent with City procurement policies and procedures.

HSD has well-established procedures that ensure open access and competitive funding allocation processes. The City defines the investment results for specific HPRP strategies and requests proposals from eligible agencies. Requests for funding are reviewed for eligibility and rated based on criteria specified in the RFI. The Director of the Human Services Department will receive recommendations from the RFI review process and make funding decisions for projects and services. HSD has protocols for any appeals from applicants on funding decisions.

HSD is planning RFI processes to begin by Summer 2009 with funding allocations scheduled to meet the prescribed HUD timeframes. The RFI processes will begin in advance of HUD's anticipated signing of the grant agreement, with funding allocations subject to HUD's approval of the grant agreement.

The HSD Homelessness Intervention and Block Grant Administration Division will manage HPRP funding contracts with agencies. Planning and contract specialists within this division are working with the department's grants management, finance and HMIS staff to prepare appropriate service agreements, contract documents and reporting systems to specifically respond to HPRP requirements.



4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

### Response:

The Homelessness Intervention and Block Grant Administration Division of Seattle Human Services Department (HSD) is responsible for overseeing and monitoring administrative and program activities for all Seattle HPRP funds. HSD successfully and effectively manages millions of dollars from federal and local funding sources each year. HSD allocates and monitors funding from the HUD Community Development Block Grant, Emergency Shelter Grant, HOME, and Housing Opportunity for Persons with AIDS programs totaling \$21 million each year. An additional \$10 million annually from the McKinney-Vento Continuum of Care program is administered and monitored by HSD staff.

HSD's procurement, contracting, financial and accounting policies, procedures and systems are well established. The department is experienced using HUD's Integrated Disbursement and Information System (IDIS) and provides information through Safe Harbors, our local Homeless Management Information System (HMIS).

In preparation for the HPRP grant award, City staff has developed program plans, participated in local and national discussions and reviewed HUD program guidelines and reporting requirements. HSD's allocation processes will effectively target and utilize funding, consistent with HUD policy, local priorities and needs. HSD Senior Contract Specialists who have experience managing federally funded HUD programs will monitor all HPRP funding contracts with subgrantees. Staff resources will support efficient HPRP administration, data management, and support to subgrantees with program implementation, quality data collection, reporting and evaluation.

In addition, a City interdepartmental team with representatives from the Mayor's Office of Policy and Management, the Department of Finance, the Office of Housing, and the Human Services Department has been created and meets regularly to track program development, implementation, performance results, and reporting for HPRP funds. The City of Seattle will report to HUD on the HPRP funding, activities and performance. The City will also post progress and performance reports on the City of Seattle's website devoted to Reinvestment and Recovery Act programs and funding (www.recovery.seattle.gov).



### D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

### Response:

The City of Seattle Office of Policy and Management (OPM) has created a number of Recovery Act teams bringing together staff across City departments to collaborate and coordinate program planning efforts and to leverage and maximize resources and services available through federal stimulus program investments. The Human Services Recovery Act team includes lead staff from the Human Services Department and Office of Housing responsible for HPRP planning and implementation.

Potential collaboration with other agencies receiving ARRA funds through federal agencies:

- City staff is collaborating with other local HPRP grantees, including King County and suburban jurisdictions, on program design and leveraging of resources from local public and private funders to support prevention and rapid re-housing initiatives.
- HSD is exploring ways to link HPRP programs with Department of Labor funding available for Workforce Investment Act (WIA) employment and training programs. The Seattle/King County Workforce Development Council manages local funds.
- The City participates on the local FEMA Advisory Board responsible for shelter and food funding. HPRP funding will be coordinated with these resources, as appropriate.
- HPRP funding may be linked with Department of Justice/Office of Violence Against Women funding, if awarded under a competitive process to agencies in Seattle/King County. A proposed employment/training and support services project for women transitioning from homelessness into stable housing is being developed with assistance through HPRP.



2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

### Response:

The City of Seattle works collaboratively with King County and in partnership with more than 60 community-based organizations to support the Continuum of Care programs and services in Seattle and King County. Regional Ten-Year Plan to End Homelessness strategies guide the Continuum of Care funding allocations. These principles and strategies are also the foundation for all proposed HPRP activities.

In 2008, Continuum of Care agencies successfully leveraged a total of more than \$50 million in a variety of services that are integral to programs assisting homeless individuals and families. These resources include mental health and substance abuse counseling, medical and dental care, reduced fare Metro bus tickets and reduced cost or free meal programs. Leveraged resources also include one-time construction costs for new projects and the value of new buildings. The contributions represent local government dollars, state and federal resources, as well as private investment and donations.

The City of Seattle is a founding member of the Committee to End Homelessness/King County (CEH), the oversight and planning body responsible for implementation of the regional Ten-Year Plan to End Homelessness. The CEH Governing Board, Interagency Council and Funders Group ensure effective resource coordination of federal, local and philanthropic investments consistent with goals and objectives of the Ten-Year Plan. The City of Seattle has representatives participating on all of these working and advisory CEH groups.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

### Response:

Ending Homelessness is one of the overarching goals of the City of Seattle's Consolidated Plan: "The City of Seattle and its partners are committed to ending homelessness. Through its grants and contracts with community-based organizations, the City invests in services to prevent homelessness and to help homeless people access and retain permanent, affordable housing."



The HPRP proposed allocations are consistent with the primary strategies outlined in the Consolidated Plan and the regional Ten-Year Plan to End Homelessness.

The five primary strategies are:

- Prevent people from becoming homeless;
- Build or acquire more affordable housing and move people rapidly from homelessness to housing with integrated services;
- Increase the efficiency of the existing system that serves homeless people;
- Build and sustain the public and political will to end homelessness;
- Measure and report outcomes.



### E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary						
	Homelessness Prevention		Rapid Re-housing		Total Amount Budgeted	
Financial Assistance <sup>1</sup>	\$	2,770,000	\$	955,000	\$	3,725,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$	431,000	\$	530,000	\$	961,000
Subtotal (add previous two rows)	\$	3,201,000	\$	1,485,000	\$	4,686,000

Data Collection and Evaluation <sup>3</sup>	\$	57,400
Administration (up to 5% of allocation)	\$	249,652
Total HPRP Amount Budgeted <sup>4</sup>	\$	4,993,052

<sup>&</sup>lt;sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>&</sup>lt;sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>&</sup>lt;sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>&</sup>lt;sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

### F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official		Date	
Director, Human Services Department			
Title	<del></del>		

